



Republic of the Philippines
IFUGAO STATE UNIVERSITY
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MEMORANDUM No. 10 -B - 2012

TO: ALL MEMBERS OF THE TASK FORCE AND WORKING COMMITTEE FOR CROSS-BORDER PROGRAMS ACCREDITATION BY IDEAL, INC.

This University

FROM: SERAFIN L. NGOHAYON, PH.D.
University President

SUBJECT: PREPARATION FOR THE IFSU CROSS-BORDER PROGRAM DOCUMENTS FOR ACCREDITATION BY IDEAL, INC.

Date: February 6, 2012

1. In line with the 1st development goal of the university which is to pursue excellence in instruction, you are hereby directed to render overtime services to prepare all the needed documents for the scheduled cross-border programs' accreditation on March 14-17, 2012;
2. The services rendered by the permanent employees which are outside office hours will be converted into SERVICE CREDITS while the services rendered outside of office hours by the contractual employees will be converted into COMPENSATORY TIME OFF's (CTO's).
3. Submit Daily Time Records as supporting proof of overtime.
4. For the information and guidance of all concerned employees.

Cc: VP for Administration and Finance, VP for Academic Affairs, Accounting Office, Campus Director, Deans, Dept. Chairpersons, Records, File